



## ADMINISTRATIVE DIRECTIVE #2 FY11

TO: TYC Staff  
FROM: Cheryl K. Townsend, Executive Director  
SUBJECT: Accident and Physical Restraint Review Boards  
DATE: January 12, 2011

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Effective January 18, 2011, two provisions relating to review of accidents and physical restraints by a facility's accident/physical restraint review board (ARB) are being changed to help ensure the review process is an effective use of the agency's staff resources and the board's findings relating to accidents are consistently documented.

- **Composition of the Accident/Physical Restraint Review Board.** The ARB membership is limited to seven employees in the positions identified below. Rotation of attendance by four of the positions identified below will result in only five members attending each meeting. The local business manager and the local human resources administrator (HRA), or their designees, will no longer be members of the ARB. Prior to each ARB meeting, the local HRA will provide the assistant superintendent with applicable copies of the Employer's First Report of Injury form (DWC-1S) and Supervisor's Investigation Report for Work-Related Injuries (RMT-500) and advise if the injured employees are available to attend the meeting. If an employee is in a leave status, the local HRA will advise if there is a known anticipated return to work date. The local HRA will be available by phone during the meeting to provide additional information relating to leave entitlements and workers' compensation benefits or other employment-related information that may be beneficial to the ARB.

The ARB is composed of:

- A. the assistant superintendent;
  - B. program supervisor III - residential operations;
  - C. one dorm supervisor and one JCO VI appointed by the superintendent or designee, with only one of the employees attending each board meeting on a rotational basis;
  - D. one JCO V and one JCO IV appointed by the superintendent or designee, with only one of the employees attending each board meeting on a rotational basis; and
  - E. the facility trainer.
- **Documentation of ARB Findings and Corrective Actions.** The ARB's findings from the review of industrial accidents and incidents that resulted in work-related injuries will be documented on the Accident Review Board Report, RMT-175a (cover page) and RMT-175b (summary page for each incident reviewed). The ARB's findings from the review of physical restraints that do not result in a work-related injury will be documented separately. Minutes of the ARB meeting will no longer be required.

This directive will remain in effect until corresponding changes are made to RMT.07.07.

A handwritten signature in blue ink that reads "Cheryl K. Townsend".

Cheryl K. Townsend  
Executive Director